

JOB DESCRIPTION

JOB TITLE: Senior Resource Person

GRADE: 10

JOB CODE: 2207

DATE: 3/27/95

GENERAL FUNCTION: Under the direction of the Program Coordinator is responsible for providing outreach, visits to homes and other sites promoting services, scheduling appointments and follow-up services to pregnant teens through a referral network to assess their needs, address their concerns, and offer assistance in area resources.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Visits patients or potential patients (especially teens) in their home or other appropriate setting to explain service(s) of the local health department and may set up appointments for the patient.

Assists clients in making transportation arrangements to receive service(s).

Initiates contacts regarding speaking opportunities and distributes program materials and parenting information within the community. Takes part in community education programs as assigned.

Follow-up by letter, phone call, or home visit on missed appointments or referral.

Serves as teacher, role model, reinforcer, friend, companion, and facilitator to clients (especially pregnant and parenting teens).

May conduct initial interview with patient obtaining factual information from the patient.

Provides support and encouragement to patients and assists in resolution of special problems.

May assist in the provision of services to the patient for services such as aging, Well Child, family panning, Tb screening, etc.

Maintains close contact with appropriate support and supervisory staff. Serves as mentor to other Resource Persons.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

SUPERVISION EXERCISED: May supervise other Community Outreach Workers or clerical staff.

JOB TITLE: Senior Resource Person (continued) **JOB CODE:** 2207

JOB SPECIFICATIONS:

Knowledge and Abilities:

Basic knowledge of grammar, spelling punctuation, and simple mathematics.

Good knowledge of the program area assigned, of interviewing and data collection techniques, record keeping, and confidentiality concerning client records.

Working skill in collecting information from clients in completing standard forms and preparing required reports.

Ability to work and deal effectively with children, teens, and their families.

Ability to recognize problems and refer to appropriate resources.

Working ability to provide emotional support and encouragement to clients.

Some ability to motivate clients to fully participate in service programs, to recognize clients with severe problems and refer them to the appropriate professional or other service providers.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. Two years experience in public health or in other responsibilities where the knowledge and skills required can be demonstrated.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.